

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, June 3, 2014 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay, and Schmidt.

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; Matthew Bublitz, Correctional Officer

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. Bublitz expressed his appreciation that the Committee was willing to take a second look at a Nepotism/Fraternization Policy.

Motion by Duchac to approve the minutes of the May 6, 2014 regular meeting of the Human Resources and Labor Negotiations Committee with the amendment that the meeting started at 9:00 a.m. and that the next regular meeting of the Committee is June 3, 2014. Second by Schmidt to approve the amended minutes. Motion carried. Greshay abstained.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members. She indicated that a summary of the Kronos Project would be distributed to all County Board members at the next County Board meeting. She then gave a brief update as to the progress of this project.

Rains distributed a worksheet with current Health Insurance and Dental Insurance premiums for both non-public safety employees and public safety employees. He stated the purpose of the discussion today was to recommend an increase to the insurance premiums for 2015 budgeting purposes only. Rains stated that at a recent conference a knowledgeable Insurance Consultant presented and that she was indicating an expectation of about an 8% increase to insurance premiums for each of the next three years. Rains indicated that the spreadsheet he handed out shows the effect of an 8% increase if the percentage of the employer contribution remains the same for both groups of employees. The net increase is estimated at \$760,079 over the 2014 rates. Rains indicated that he believes that the rates for the Dental Benefit will not need to be increased in 2015 and that he will report at the next meeting. The Committee held a lengthy discussion regarding the health insurance premium increase.

The Committee next discussed the 2015 compensation plan. Rains distributed a spreadsheet of the compensation plan structure indicating that for discussion purposes only he increased the control point of each labor grade by 1% and then adjusted the steps accordingly. Mielke stated that the County Board had made a commitment when it adopted the new pay plan to fund the pay for performance aspect of the compensation plan. Rains distributed a spreadsheet, which showed

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both an estimated cost of continuing step increases under the pay for performance plan and a 1% increase to the control point. The total estimated increase would be \$708,297 in 2015 for those employees who are covered by the compensation plan. The Committee held a lengthy discussion regarding increases to the control point.

The Committee next held a lengthy discussion regarding the total increase estimate for wages and benefits in 2015 if an 8% increase were budgeted for health insurance premiums and a 1% increase on the control point of the compensation plan and step increases. The estimated increase to the 2015 budget would be \$1.5 million. The Committee was concerned about the amount of this increase and then asked whether Departments could be asked to prepare two budget estimates, one of which would include the 8.0% increase to health insurance and a continuation of step increases, and the other budget estimate would include the health insurance increase, the step increase, and a 1.0% increase to the labor grade control point. The Committee then reached a consensus on a suggestion that the budget be prepared with an 8.0% increase to the health insurance, funding for step increases, and no increase to the labor grade structure but with the understanding that if the health insurance increase is less than 8.0% the County could consider using the difference for a percentage increase to the control points.

Motion by Greshay, for budgeting purposes only, to increase the health insurance premiums by 8.0% and a 0% increase to the labor grade control points on the compensation plan but continuing to fund the step increases. Second by Frohling. Motion carried.

The Committee next discussed the RFP for insurance consulting services. Rains indicated that he sent emails to eight (8) major benefit-consulting firms located in the southern part of the State as well as placing a legal notice in local newspapers. Rains discussed the timeline and the need to establish who will be on the sub-committee to review the responses to the RFP and ultimately interview those selected. The Committee assigned Rains, Eske, Leann Schultz, Insurance and Benefits Coordinator, Jim Mielke, and Marsik. The Committee decided that two (2) members of the Committee should be on the sub-committee so as not to form a quorum. One other name was randomly drawn to be on the sub-committee, Jeff Duchac.

Next, the Committee re-visited the need for a Nepotism Policy. Rains explained that, at the time this Committee was reviewing all of the County's policies and procedures, the Committee decided not to include a Nepotism Policy. The Committee questioned Mielke about any liability issues the County could face and whether WMMIC recommends the County have such a policy. Mielke indicated he would check with WMMIC regarding this issue and report back. Duchac indicated that Clearview Health Facilities Committee would be discussing a Code of Conduct Policy at the next meeting. Rains directed the Committee to the Code of Ethics Policy that is currently in the Employee Policy and Procedure Manual. The Committee indicated that they would like to re-visit this after Duchac reports back regarding the outcome of the Code of Conduct Policy from Clearview and Mielke has a chance to discuss this with WMMIC.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of all Personnel Requisitions.

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

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One (1) Economic Support Specialist – F.T., Human Services & Health Department
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One (1) Meal Site Manager- Horicon - P.T.<20/wk, Human Services & Health Department

Leaves of Absence: Rains explained the current approval processes for different leave of absences (i.e. FMLA, Military, and County Provided Unpaid Medical).

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: Adam J. Enders, Utility II / Truck Driver, Highway Department at \$16.42, Pay Grade DC03, Step ST05 effective 05-27-14; James R. Jahn, Utility II / Truck Driver, Highway Department at \$16.00, Pay Grade DC03, Step ST04 effective 05-27-14; Lorna M. Herrera-Torres, Economic Support Aide-Bilingual, Human Services & Health Department at \$12.86, Pay Grade DC02, Step ST01 effective 05-22-14; Judy A. Hedstrom, Meal Site Manager, Human Services & Health Department at \$11.70, Pay Grade MSC15, Step 01ST effective 05-19-14; Nicole M. Hoepfner, Property Listing Specialist, Land Resources & Parks Department at \$18.59, Pay Grade DC05, Step ST01 effective 06-09-14; Jeremy M. Nocerini, Land Survey and Mapping Specialist II, Land Resources & Parks Department at \$22.44, Pay Grade DC07, Step ST01 effective 06-09-14. RE-HIRE: Abigail J. Pitzlin, Seasonal Re-hire – Highway, Highway Department at \$10.91, Pay Grade MSC08, Step 02Y2 effective 05-27-14. LIMITED TERM/SEASONAL: Dylan T. Brozek, Seasonal – Highway, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST effective 05-27-14; Jason R. Diels, Seasonal – Highway, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST effective 06-09-14; Samantha K. Housner, Seasonal – Highway, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST effective 06-16-14; Ryan L. Lammert, Seasonal – Highway, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST effective 05-27-14; Ryan A. Miller, Seasonal Re-hire – Highway, Highway Department at \$10.91, Pay Grade MSC08, Step 02Y2 effective 05-27-14; Bethany R. Treder, Seasonal – Highway, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST effective 05-19-14; Erica B. Tisdale, Seasonal Imaging Technician, Land Resources & Parks Department at \$10.00, Pay Grade MSC19, Step 1ST effective 05-21-14; Alexis J. Butler, 4H Youth Dairy & Livestock Intern, UW Extension Department at \$10.00, Pay Grade MSC19, Step 01ST effective 05-27-14. RECLASSIFICATION: Wanda L. Bachhuber, Benefit Specialist I – P.T., Human Services & Health Department at \$17.39, Pay Grade DC02, Step S14A effective 04-28-14; Karen A. Gonzalez, S W I – CPS Investigator/Intake, Human Services & Health Department at \$21.10, Pay Grade DC06, Step ST02 effective 05-12-14; Mark R. Bobholz, Custodian II, Physical Facilities Department at \$17.72, Pay Grade DC02, Step S14B effective 05-14-14; Michael L. Bosak, Maintenance II, Physical Facilities Department at \$15.58, Pay Grade DC03, Step ST03 effective 05-12-14. STEP INCREASE: Pamela J. Knapp, Account Clerk/Network Administrator, Clerk of Courts Department at \$19.65, Pay Grade DC05, Step ST03 effective 07-23-14; Kim L. Anthony, Typist II, Human Services & Health Department at \$17.39, Pay Grade DC02, Step S14A effective 07-02-14; Ted W. Dumke, Senior Land Surveyor, Land Resources & Parks Department at \$25.06, Pay Grade DC08, Step ST02 effective 05-09-14; Dean W. Perlick, Manager Planning & Economic Development, Land Resources & Parks Department at \$36.59, Pay Grade DC11, Step S09A effective 06-25-

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14; Charles Mike Powell, Park Foreman, Land Resources & Parks Department at \$24.36, Pay Grade DC07, Step ST04 effective 07-01-14; Holly M. Buchda, Communications Officer-Relief, Sheriff's Department – Communications Division at \$23.61, Pay Grade DC05, Step S10B effective 04-04-14; Christine Churchill, Communications Sergeant, Sheriff's Department – Communications Division at \$27.81, Pay Grade DC07, Step S09B effective 03-14-14; Jodi L. Zitlow, Deputy Secretary, Sheriff's Department at \$18.31, Pay Grade DC03, Step S10A effective 04-05-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports:

Duchac will report to the Committee on the Code of Conduct Policy from Clearview.

HR Director's Report:

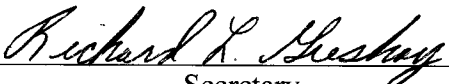
- a) Disciplinary Actions: Rains informed the Committee that a Foreman at the Highway Department was demoted for his lack of judgment that put a subordinate under his watch in physical jeopardy. Rains indicated that this incident along with a review of his file showed a pattern of poor judgment by this employee; which ultimately lead to the demotion. Rains stated the employee has filed a grievance regarding this issue.
- b) Grievances and Arbitrations: Nothing to report.
- c) Update regarding Burden ERD Case: Rains informed the Committee that the Equal Right Division issued a preliminary determination finding no probable cause that Dodge County discriminated against Burden. Rains informed the Committee that he has received word that her Attorney filed an appeal and that there will be a probable cause hearing in this case. He indicated that no date has been set at this point.

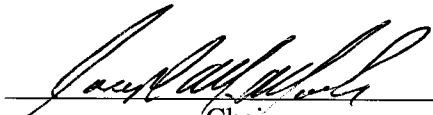
Future Agenda Items: Discussion and Consideration of Code of Conduct Policy. Nepotism Policy.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **Tuesday, June 17, 2014 and Tuesday, July 1, 2014 at 9:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:25 a.m.


Secretary


Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.